

5.2	PROGRAM MANAGE	MENT			valuatio PORTF		: 5.2.2
Cand	idate:	Instructor, 6 th Edition sessions are deliver sess		Date:			
NFPA IFSTA	ARD: 5.2.2 1041, 2002 Edition Fire Instructor, 6 th Edition	instructional reso sessions are deli	e instructional sessions, give ources, staff, facilities, and t vered according to departme	ime line for del ent policy.	livery, so	the specifi	
to depa	rtment or model policy. TIONS: Using a department-sc	heduling policy or mod	•				
	sessions, senedare			FIRS	г Теѕт	RET	TEST
No.		TASK STEPS		Pass	Fail	Pass	Fail
1.	Submit written training schedule with time line, accor		ording to policy				
2.	Finish written documentation	n of acquiring instructio	<u> </u>	,			
3.	Documentation is complete a	and legible					
RETES APPRO			RETEST EVALUATOR:				
Evalu	ator/Candidate Comme	nts:					
Eval	l uator (Print & Sign)	——————————————————————————————————————		idate		Dat	te
Evaluator (Print & Sign) Re-Test Evaluator		 Date	Re-Test C	'andidate		Dat	



5.2	PROGRAM MANAGE	MENT				aluation	n Sheet: DLIO"	5.2.3
Can	didate:			Date	:			
NFPA IFST.	A 1041, 2002 Edition A Fire Instructor, 6 th Edition	current resources documented.	te budget needs given s, so the resources req	uired to mee	et training	goals are	identified	d and
identi Coni	ORMANCE OUTCOME: The candified and documented. DITIONS: Using your department time line.							
					FIRST	TEST	RET	TEST
No.		TASK STEPS			Pass	Fail	Pass	Fail
1.	Conduct and document needs	s analysis						
2.	Submit completed budget for training goal is met		t cost, instructor, etc.)	so that				
			RETEST EVALUATOR:		•			
Eval	luator/Candidate Comme	nts:						
	1. Conduct and document needs analysis 2. Submit completed budget for course (i.e., equation training goal is met ETEST PPROVED BY: valuator/Candidate Comments: Evaluator (Print & Sign) Date			Candidate			Dat	
R	Re-Test Evaluator	Date	Re-T	'est Candi	idate		Dat	te



PROGRAM MANAGEMENT

5.2

FIRE PROTECTION BUREAU FIRE INSTRUCTOR II

				"P	ORTFO	OLIO"	
Cand	idate:		Dat	e:			
	SS#:						
NFPA IFSTA PERFO lines, b	ARD: 5.2.4 1041, 2002 Edition Fire Instructor, 6 th Edition RMANCE OUTCOME: The candida audget constraints, and according to TIONS: Using your departmental tr	obtained within estal policy. te will acquire training agency policy.		onstraints, a	nd accord	ling to age	hed time
and tim		anning goals, agency of	udget poncy, and current res	ources and	given an	identified	need
No.		TASK STEPS			TEST		гезт
1.	Document training resources requ	uired for course accord	ing to departmental policy	Pass	Fail	Pass	Fail
2.	Document the time frame to acqu		ing to departmental policy				
3.	Document that resources are with						
	Bootiment that resources are with	in established budget					
RETES APPRO	 T ved By:		RETEST EVALUATOR:	1			
Evalu	ator/Candidate Comments	:					
]	Evaluator (Print & Sign)	Date	Candida	te		Da	ite
	Re-Test Evaluator	Date	Re-Test Can	didate	 -	Da	ıte

Evaluation Sheet: 5.2.4



PROGRAM MANAGEMENT

5.2

FIRE PROTECTION BUREAU FIRE INSTRUCTOR II

				"PRACTICAL-A"					
Cand	lidate:			Date	:				
SS#:									
NFPA	DARD: 5.2.5 1041, 2002 Edition A Fire Instructor, 6 th Edition			record keeping, given agency and legal requires			partment p	olicy,	
PERFO	ORMANCE OUTCOME: The candida	te will coordinate trai	ning reco	rdkeeping, so all agen	cy and leg	al require	ements are	e met.	
COND	ITIONS: Given training forms, depart	artment or model police	cy, and tr	aining activity.					
No.		TASK STEPS			FIRST Pass	TEST Fail	RET Pass	EST Fail	
1.	Complete training activity form,	according to departm	ent or mo	del policy					
2.	Provide documents of completed results)	training classes (i.e.,	roster, ev	valuation sheet, test					
RETES APPRO	ST DVED BY:		RETH EVAI	EST LUATOR:					
Evalı	uator/Candidate Comments	:							
Eva	luator (Print & Sign)		-	Candidate	2)		Dat	te	
Re-Test Evaluator		 Date	-	Re-Test Candidate				Date	

Evaluation Sheet: 5.2.5



PROGRAM MANAGEMENT

5.2

FIRE PROTECTION BUREAU FIRE INSTRUCTOR II

					"I	PORTF	OLIO-I	3"
Cand	idate:			Date	:			
SS#:								
NFPA	ARD: 5.2.5 1041, 2002 Edition Fire Instructor, 6 th Edition			record keeping, given agency and legal require			oartment p	olicy,
PERFO	RMANCE OUTCOME: The candid	ate will coordinate tra	ining reco	ordkeeping, so all agend	cy and leg	gal require	ements are	e met.
CONDI	TIONS: Given training forms, dep	partment or model poli	icy, and tr	aining activity.				
No.		TASK STEPS				TEST	RET	
1.	In writing, describe the training and legal requirements	record keeping proce	ss, accord	ing to agency policy	Pass	Fail	Pass	Fail
RETES APPRO	T IVED BY:		RETI EVAI	EST LUATOR:				
Evalu	nator/Candidate Comments	s:						
Eval	luator (Print & Sign)	Date	_	Candidate)		Dat	te
Re-Test Evaluator		 Date	_	Re-Test Candidate			 Date	

Evaluation Sheet: 5.2.5



. .2	PROGRAM MANAGEME	TASK: Evaluate instructors, given an evaluate performance requirements, so the evaluation weaknesses, recommends changes in instruct and provides opportunity for instructor feedbest opportunity for instructor feedbest opportunity. COUTCOME: The candidate will evaluate instructors so that the evaluation commends changes in instructional style and communication methods, and evaluator. Given an Instructor I evaluation form, department policy, and job perform. TASK STEPS THE Commendation for instructor evaluation form appropriate recommendations for instructional changes to style and/or unication method in "comments" section TENET TEVALUATOR:			aiuatio RACTI	n Sneet: CAL"	5.2.6
Cand	idate:		Date	e:			
SS#:							
NFPA	DARD: 5.2.6 1041, 2002 Edition Fire Instructor, 6 th Edition	performance requirements weaknesses, reco	uirements, so the evaluation ident ommends changes in instructional	tifies areas style and	of streng	gths and	
weakn							or
CONDI	TTIONS: Given an Instructor I evalu	nation form, departn	nent policy, and job performance	requireme	ents.		
No.		TASK STEPS		FIRST	TEST	RET	EST
				Pass	Fail	Pass	Fail
1.	Observe instructor and correctly	complete instructor	evaluation form				
2.		roperly identify the instructor's strengths and weaknesses on course delivery form Make appropriate recommendations for instructional changes to style and/or					
3.	Make appropriate recommendations for instructional changes to style and/or communication method in "comments" section Provide instructor feedback area to evaluation form or signature area						
4.							
RETES APPRO	TT DVED BY:						
Evalu	nator/Candidate Comments	:					
Eva	luator (Print & Sign)		Candidate	e		Dat	te
D.	2-Test Evaluator		Re-Test Cand	idate		——————————————————————————————————————	



Re-Test Evaluator

FIRE PROTECTION BUREAU FIRE INSTRUCTOR II

5.3	INSTRUCTIONAL DEVE	LOPMENT			aluation	n Sheet: DLIO"	5.3.2
Cand	idate:		Date	•			
SS#:							
NFPA	PARD: 5.3.2 1041, 2002 Edition Fire Instructor, 6 th Edition	lesson plan format, and the plan include	son plan, given a topic, audience so the job performance require es learning objectives, a lesson and an evaluation plan.	ments for	the topic	are achie	
PERFO are ach	RMANCE OUTCOME: The candidate ineved and the plan includes learning	e will create a four-steg objectives, a lesson of	p lesson plan, so the job perfor outline, course materials, instru-	rmance re	quiremends, and ar	ts for the	topic on plan.
	TIONS: Given a topic, audience cha				,		1
				FIRST	TEST	RET	TEST
No.		TASK STEPS		Pass	Fail	Pass	Fail
1.	Develop a lesson plan using a sta	ndard four-step lesson	plan format				
2.	List job performance requirements for course taught, including learning objectives, a lesson outline, appropriate course material, and instructional aids						
3.	Develop an evaluation plan that documents the JPR's for course were met						
4.	Lesson plan Lesson plan appropriate for audience						
	Topic:						
	Approved by Chief:						
	**	Signature					
RETES APPRO	T DVED BY:		RETEST EVALUATOR:				
Evalu	nator/Candidate Comments:						
Eval	luator (Print & Sign)	Date	Candidate			Dat	te

Re-Test Candidate

Date

Date



5.3	INSTRUCTIONAL DEVELOPMENT	Evaluation Sheet: 5.3.3
		"PORTFOLIO"

Cand	lidate:		Date:					
SS#:	-							
NFPA IFSTA	DARD: 5.3.3 1041, 2002 Edition Fire Instructor, 6 th Edition	lesson plan, so th plan includes lead and an evaluation		for the top , course m	oic are ach aterials, i	nieved, an nstructior	d the al aids,	
	PRMANCE OUTCOME: The candied, and the plan includes learning							
COND	TTIONS: Given a topic, lesson pla	n, audience characteri	stics, and a standard lesson plan	1				
No.		TASK STEPS		FIRST Pass	TEST Fail	RET Pass	TEST Fail	
1.	Modify an existing lesson plan	using a standard four-	-step lesson plan format	1 455	1 444	T USS		
2.		ist job performance requirements for course, including learning objectives, lesson utline, appropriate course material, and instructional aids evelop an evaluation plan that documents the JPR's for course were met						
3.	Develop an evaluation plan that	nt documents the JPR's	s for course were met					
4.	Lesson modifications appropri	ate to audience						
RETES Appro	T DVED BY:		RETEST EVALUATOR:					
Evalı	uator/Candidate Commen	ts:						
Eva	luator (Print & Sign)	Date	Candidate	e		Da	te	
Re-Test Evaluator Date		 Date	Re-Test Candidate			Date		



5.4	INSTRUCTIONAL DELIVERY					valuatio PRACT	on Sheet ICAL"	: 5.4.2	
Cand	lidate:			Date	e:				
SS#:									
NFPA IFSTA PERFO	DARD: 5.4.2 1041, 2002 Edition Fire Instructor, 6 th Edition DRMANCE OUTCOME: The cand	and that involves topic and a target idate will conduct a cla	the utilization audience, so using a le	g a four-step lesson p on of multiple teaching the lesson plan objustion of the lesson plan that the in	ng method ectives are	ds and tece achieved	hniques, g l.	given a	
	es the utilization of multiple tead ITIONS: Given a topic and a targ		niques.						
		T G			FIRST	TEST	RET	EST	
No.		TASK STEPS			Pass	Fail	Pass	Fail	
1.	Conduct a class using a four-s	step lesson plan prepare	d by the inst	ructor					
2.	Use multiple teaching techniq	ues							
3.	Use multiple teaching method	ls (i.e., conference, disc	ussion)						
4.	Meet lesson objectives								
5.	Lesson appropriate to needs o	f target audience							
RETES	T T OVED BY:		RETES	T JATOR:	1				
	nator/Candidate Commer	nts:	2						
Eva	luator (Print & Sign)	Date		Candidat	e		Dat	e	
Re	e-Test Evaluator	Date		Re-Test Cand	idate		Date		



Evaluator (Print & Sign)

Re-Test Evaluator

FIRE PROTECTION BUREAU FIRE INSTRUCTOR II

5.4 INSTRUCTIONAL DELIVERY **Evaluation Sheet: 5.4.3** "PORTFOLIO" Candidate: Date: SS#: **STANDARD:** 5.4.3 TASK: Supervise other instructors and students during high-hazard training, given a NFPA 1041, 2002 Edition training scenario with increased hazard exposure, so applicable safety standards and IFSTA Fire Instructor, 6th Edition practices are followed and instructional goals are met. PERFORMANCE OUTCOME: The candidate will supervise other instructors and students during high-hazard training, so applicable safety standards are followed and instructional goals are met. **CONDITIONS:** Given a training scenario with increased hazard exposure. FIRST TEST RETEST No. TASK STEPS **Pass** Fail **Pass** Fail Supervise instructors appropriately according to policy and procedures during high-1. hazard training Supervise students according to policy and procedures during high-hazard training 2. 3. Correctly follow applicable safety standards and incident command practices 4. Performance of instructors/students indicates instructional goals achieved Topic: Approved by Chief: Signature RETEST RETEST APPROVED BY: **EVALUATOR: Evaluator/Candidate Comments:**

High-hazard training examples: live fire, hazardous materials, above and below ground grade rescue, and evolutions with power tools.

Candidate

Re-Test Candidate

Date

Date

Date

Date



EVALUATION AND TESTING

5.5

FIRE PROTECTION BUREAU FIRE INSTRUCTOR II

				"PORTFOLIO"				
Cand	idate:		Dat	æ:				
SS#:								
NFPA	ARD: 5.5.2 1041, 2002 Edition Fire Instructor, 6 th Edition	characteristics, and student has achieve	audent evaluation instruments, d training goals, so the evaluat ed the learning objectives, the and verifiable manner, and throup.	ion instrum instrument	ent deter	mines if the sperformation in	ne ance in	
the stud	RMANCE OUTCOME: The candident has achieved the learning of evaluation instrument is bias-fromotor skills.)	jectives, the instrument	evaluates performance in obje	ective, relia	ble, and v	verifiable	manner,	
CONDI	TIONS: Given learning objective	es, audience characterist	ics, and training goals.					
No.		TASK STEPS		FIRST Pass	TEST Fail	Pass	Fail	
1.	Develop student written and protraining goals	ractical examinations ba	sed on learning objectives and		ran	1 435	ran	
2.	Provide test item analysis							
3.	Evaluation forms are bias-free Evaluation forms designed to e verifiable manner							
RETES APPRO	T VED BY:		RETEST EVALUATOR:	<u> </u>				
Evalu	ator/Candidate Commen	ts:						
Eval	luator (Print & Sign)		Candida	te		Dat	te	
Re	-Test Evaluator	 Date	Re-Test Can	Re-Test Candidate			te	

Evaluation Sheet: 5.5.2



Re-Test Evaluator

FIRE PROTECTION BUREAU FIRE INSTRUCTOR II

5.5	EVALUATION AND TE	STING				on Sheet OLIO"	: 5.5.3
Cand	idate:		Dat	e:			
SS#:							
NFPA	ARD: 5.5.3 1041, 2002 Edition Fire Instructor, 6 th Edition	students have the	course evaluations, given agency ability to provide feedback to the nication techniques, learning en	ne instructo	or on inst	ructional	
	RMANCE OUTCOME: The candidator on instructional methods, com						
CONDI	TIONS: Given agency policy and	l evaluation goals.					
No.		TASK STEPS			TEST	RET	
RETES	Develop and submit a course e give feedback on the following a) Instructional methods b) Communication techniques c) Learning environment d) Course content e) Student materials T EVED BY:	:	RETEST EVALUATOR:	Pass	Fail	Pass	Fail
Evalu	nator/Candidate Comment	ts:					
Eval	luator (Print & Sign)	Date	– — Candidat	e		Dat	e

Date

Re-Test Candidate

Date



5.5	EVALUATION AND TESTING			Evaluation Sheet: 5.5.4 "PORTFOLIO"					
Can	didate:		Date	e:					
SS#:									
NFPA	DARD: 5.5.4 A 1041, 2002 Edition A Fire Instructor, 6 th Edition		dent written and practical examination validity of the exams is determined.						
	ORMANCE OUTCOME: The candid	•	t written and practical exams a	nd make n	ecessary	changes.			
CONE	OITIONS: Given test data, objectiv	es, and agency policy.		1					
No.	TASK STEPS		FIRST TEST		RETEST				
	Complete a mailus a suri. 1 . 1 . 6			Pass	Fail	Pass	Fail		
1.	Complete a written analysis of question stems, changes to dist								
	Complete a written analysis of								
2.	recommend changes, clarifications to task steps, etc.)								
3.	Review and document student comments regarding the written and practical exam								
4.	Make necessary changes to course (i.e., written, environment lesson plan, practical etc.), based on exam results								
5.	Submit changed materials to ev	Submit changed materials to evaluator, if applicable							
RETE	ST		RETEST						
	OVED BY:		EVALUATOR:						
Eval	uator/Candidate Commen	ts:							
	Newton (D. 1983)	Data	C323 4						
Evaluator (Print & Sign)		Date	Candidate	.		Date			
Re-Test Evaluator		Date	Re-Test Cand	Re-Test Candidate			Date		